PSI

- **Entrance National Agency Check (ENTNAC)**
  - **Original SF 86**
  - **Two DD Forms 2280 (Fingerprint Cards)**

- **National Agency Check (NAC)**
  - **Local Records Checks and Verify Citizenship**
  - **Original + Four Copies of SF 86 or Send Via Electronic Personnel Security Questionnaire (EPSQ) with Original to Defense Security Service (DSS)**
  - **Two FD 258 (Fingerprint Cards)**
  - **Retain Signed Copy Until DA Form 873 Received**

PSI

- **Secret Periodic Reinvestigations**
  - **Due 15 Years From Investigation Completion Date**
  - **Send Notice to Subject Three Months Prior to Expiration Date**
  - **Downgrade Expired Clearances Via DA Form 5247-R**
  - **Local Records Checks and Verify Citizenship**
  - **SF 86**
    - **Submit Original + Four Copies**
    - **Security Managers Complete Part 1**
    - **Retain Signed Copy Until DA Form 873 Received**
  - **EPSQ**

PSI

- **Single Scope Background Investigation (SSBI)**
  - **Replaces Background Investigation (BI) and Special Background Investigation (SBI)**
  - **Scoped for 10 Years**
    - **Questions Requesting 7-Year Timeframe**
      - **Go Back 10 Years**
  - **Obtain Written Justification From Supervisor**
  - **Verify Latest Military/Civilian Schooling**
  - **Local Records Checks and Verify Citizenship**
  - **SF 86**

PSI

- **SSBI Continued**
  - **EPSQ**
    - **Submit EPSQ Electronically with Security Manager and Supervisor's Certification**
    - **Forward Signed Original with Certifications and Two FD 258**
    - **Retain Signed Copies Until DA Form 873 Received**

- **SSBI-PR's**
  - **Scope is Seven Years if Initial SSBI is No Older Than Five Years Old**

PSI

- **SSBI-PR's Continued**
  - **Obtain Written Justification From Supervisor**
  - **Verify Citizenship and Conduct Local Records Checks**
  - **Downgrade Outdated Top Secret Clearances Via**
    DA Form 5247-R
  - **SF 86**
    - **Original + Four Copies**
    - **Original + Two Copies of DD Form 1879**
    - **Retain Signed Copies Until DA Form 873 Received**
  - **EPSQ**
    - **Submit EPSQ Electronically With Security Manager**

PSI

- **SSBI-PR's Continued**

- **Notes**
  - **Copies of Forms are Single-Sided**
  - **No PR if Subject is ETSing or Retiring Within One Year**